



Natural Resources Conservation Service  
Wallace F. Bennett Federal Building  
125 South State Street, Room 4402  
Salt Lake City, UT 84138-1100

March 7, 2008

**UTAH BULLETIN UT330-08-04**

**SUBJECT: MGT - UTAH CONSERVATION PLANNING POLICY**

Expiration Date: Until further notice.

Background: Policy on Toolkit customer file structure has not been implemented in Utah. Conservation plans should follow the structure outlined in the National Planning Procedures Handbook.

Purpose: To provide guidance on creating folders and files in Toolkit.

Guidelines for the Entry of Folders in Toolkit:

- In an effort to streamline and simplify the data entry and contracting reporting processes, a customer should only have one folder and one conservation plan entered in Toolkit.
- The customer Toolkit folder should contain one conservation plan but may have multiple Excel files as needed for all programs and years. Do not create separate "Consplans" for WHIP, WRP, or EQIP programs by year. The only exception to this would be CSP, in which case an additional customer folder with "CSP" in the file name can be added in Toolkit for the purpose of streamlining by means of merging field boundaries.
- Plans that have already been created do not need to be revised; this policy applies to all Toolkit conservation plans developed after March 1, 2008 and beyond.
- For existing Toolkit customer folders that already contain more than one non-CSP plan, choose one of the plans to serve as the core conservation plan and make subsequent additions and modifications to that plan. Toolkit SP-3 functionality now allows folders and plans to be re-named. This function may be used in order to clarify which plan has been selected as the core conservation plan for a given customer.

For the purpose of individual contracts, guidance on displaying only the selected fields and practices on a plan map and in associated plan documents is provided in the attached appendix.

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